

THE CITY OF

**SACRAMENTO** 

**IS SEEKING A NEW** 

**ASSISTANT CITY MANAGER/** 

**DEVELOPMENT SERVICES DIRECTOR** 

## **UNIQUE OPPORTUNITY**

The vibrant, progressive and well-positioned City of Sacramento is seeking an astute, collaborative, team-oriented leader to serve as Assistant City Manager / Development Services Director of the recently created Development Services Department.

#### THE SACRAMENTO AREA

Sacramento – California's capital city and the center of state government. This growing metropolis is known by a number of different nicknames: "camellia capital" for the city flower found so abundantly in Sacramento neighborhoods; "city of trees" due to the countless miles of tree-lined streets and wooded parks in the



region; and "river city" by virtue of two major rivers (Sacramento and American) that converge near historic Old Sacramento. Some refer to Sacramento as "the big easy chair" because this city of 437,000 residents is such a comfortable place to live. Clearly, Sacramento has so much more to offer than just its important title "capital city".

Conveniently located halfway between the Pacific Ocean (San Francisco) to the west, and the Sierra Nevada Mountains (Lake Tahoe) to the

east, the area remains one of the fastest growing regions in the country. Sacramento County has a population of 1.3 million, and according to the U.S. Census Bureau is the 10<sup>th</sup> fastest growing county in the United States. Approximately 620,000 residents live within the unincorporated areas of the county, making it second in size (among California counties) to only the unincorporated area of Los Angeles County.

Many factors contribute to the economic success of the region. A principal reason that Sacramento has retained its attractiveness is that it offers some of the lowest housing prices of major cities in the state. Many new residents have relocated from the San Francisco Bay Area and Southern California to take advantage of Sacramento's employment opportunities, low housing prices, reasonable cost of living, and competitive salaries. The current median home price in Sacramento County is \$285,000.

Sacramento is proud of its cultural diversity. In fact, *Time Magazine* recently found Sacramento to be the most diverse city in the country.

The Sacramento region offers amenities that are attractive to those with an active lifestyle. Hiking, biking, golfing, snow-skiing, water-skiing, house-boating, wine-tasting, and other sports and recreational opportunities abound. Educational opportunities are plentiful, with the Sacramento region being home to California State University - Sacramento; University of

California at Davis; Sacramento City College and other community and four-year college programs.

Sacramento boasts the very exciting Sacramento Kings NBA basketball team, the Sacramento Monarchs of the WNBA, the 2003 Pacific Coast League champion Sacramento River Cats baseball team, the Sacramento Capitals of World Team Tennis, the annual world-class Dixieland Jazz Festival, and many other recreational, entertainment and cultural activities. Each December, Sacramento attracts some of the world's top long distance runners to the California International Marathon. Historic Old Sacramento, and the State Railroad Museum, Crocker Art Museum, Governor's Mansion, Sacramento Zoo, Sutter's Fort. Music Circus, Mondavi Center for Performing Arts. Sacramento Convention Center, California State History Museum and the State Capitol building are other attractions located in the region. Top-name entertainers perform at Arco Arena. Autowest Amphitheater, and Memorial Auditorium. Each summer Sacramento hosts the California State Fair which attracts more than one million visitors annually.

#### **CITY GOVERNMENT**

Sacramento is a charter city and operates under the Council-Manager form of government. Eight Council members are elected by District, and serve overlapping four-year terms. An independently elected, full-time Mayor serves a four-year term and is a member of the City Council. The City Council appoints four charter officers — the City Attorney, City Clerk, City Manager, and City Treasurer.

The City Manager provides overall guidance to operating departments and is responsible for administering all city programs to ensure service delivery in an efficient, cost-effective, and high quality manner. In addition to charter officers, the city's executive management team is comprised of one Assistant City Manager, three Deputy City Managers and the Directors of the departments of: Police, Fire, Transportation, General Services, Utilities, Support Services and Community Services. The City of Sacramento has a total budget of \$711 million for fiscal year 2004-05 including 4,695 full-time employees.

Sacramento has the state's only combined city-county Housing and Redevelopment Agency (SHRA). A single staff, headed by an Executive Director, carries out both city and county programs. The City Council and county Board of Supervisors serve as separate policy boards for their respective redevelopment or housing programs and projects.

## ASSISTANT CITY MANAGER POSITION

Reporting to the City Manager, the Assistant City Manager serves as the principal administrator of the Development Services Department, comprised of the following functions: Planning, Building, Fire Plan Check & Inspection, Environmental Services, Development Services/Special Districts, Downtown Redevelopment, Citywide Economic Development, Public Plan Review. Development Services Department resources include a FY 04-05 proposed budget of \$22 million and full-time staff of 240.

The Assistant City Manager also assists in the direction of other city departments and in the staffing of major surveys or projects that are not clearly the function of any one department. Other responsibilities of the Assistant City Manager/Development Services Director include: coordinates proposed and approved annexations, development or improvement of city services; relieves the City Manager of administrative and supervisory details associated with the operation of city departments; consults on major departmental policies and the planning of long-term programs or major expenditures; works closely with city administrators in developing departmental organizational structures and staffing changes; and participates generally in difficult and significant administrative decisions. The Assistant City Manager is a member of the city's executive team and serves as Acting City Manager in the City Manager's absence.

# ISSUES, CHALLENGES AND PRIORITIES

City leaders have identified the following opportunities, challenges and priorities that, among others, will require the expertise, energy and commitment of the new Assistant City Manager:

**Downtown Arena** – Arco Arena is the top venue for sports, entertainment and special events in the greater Sacramento area and is home to the NBA's Sacramento Kings. The \$40 million, 442,000 square-foot arena opened in 1988. By NBA standards, Arco Arena is one of the oldest venues in the league. City officials are considering alternative locations for a new arena, including a proposal for a downtown arena and entertainment district. The funding and location aspects of a new arena are the subject of much discussion.

**General Plan Update** – The General Plan is the longterm comprehensive policy guide for the physical, economic and environmental growth, and renewal of the city. The last comprehensive update to the General Plan was completed in 1988, covering the planning period through 2006. The current General Plan is now outdated and is in the process of being updated given the following objectives:

- Incorporate the City Council's vision and policy directions
- Update forecasts for a time horizon of at least 2025



- Evaluate and revise "level of service" traffic standards and environmental impact "thresholds of significance"
- Streamline project-level reviews related to the California Environmental Quality Act (CEQA)
- Incorporate the community plans as chapters into the General Plan
- Re-evaluate land uses within re-use and new growth areas

Natomas Annexation Vision – The Natomas area located north of downtown Sacramento is experiencing significant development. The city and Sacramento County have developed a Memorandum of Understanding (MOU) for high level collaboration regarding growth and permanent open space preservation in the unincorporated portion of the Natomas Basin. Development occurring in the area will need to adhere to the vision established in the MOU.

#### THE IDEAL CANDIDATE

The ideal candidate will be well versed in all areas of local government and be comfortable with a wide range of responsibilities and potential reporting relationships. Demonstrated success in an equivalent role or as a department head in a large, complex organization will be considered favorably. He/she will have a history of high-impact success with little direction or oversight. Individuals whose actual experience demonstrates a passion for the delivery of superior public services and who have a commitment to high standards and uncompromising integrity will fit well in the organization.

### **Experience and Education**

Substantial senior management experience dealing with a wide variety of local government issues and economic development is expected. In addition, a bachelor's degree in public or business administration, or closely related field is essential. A master's degree in public policy, public administration, or related field is desirable. The Assistant City Manager must maintain a valid California driver's license and insurability.



### Personal Attributes

In addition to the foregoing requirements, city leaders have identified the following additional abilities and skills that the ideal candidate will possess:

- Strategically oriented, visionary and innovative
- Capable leader who has superb staff management skills
- Open, approachable, diplomatic and politically astute, without being political
- Sensitive to the needs of both internal and external customers
- A facilitator of consensus and collaboration
- · A quick study with well-honed ability to prioritize
- Flexible and unbiased, with a high level of integrity
- Excellent oral and written communication skills
- Ability to be decisive, firm and direct as required by circumstances
- Demonstrated track record of ability to work constructively with elected officials and community stakeholders
- Solid understanding of the development review process and the economics of development and redevelopment, gained by practical experience

## COMPENSATION

Salary to \$171,774 depending on qualifications.

The city's excellent benefit program includes:

- Public Employees Retirement System (PERS 2% @ 55). Management employees receive an additional seven percent of base pay to offset the cost of retirement contributions into PERS
- Voluntary 457 deferred compensation plan
- 401(a) money purchase plan (city contributes four percent if employee contributes five percent)
- Flexible spending plan (medical and dependant care)
- 12 14 paid holidays and 12 days of sick leave
- · Generous vacation allowance based on tenure
- City contribution toward IRC Section 125 cafeteria health and welfare benefits, including medical, dental, life, and disability insurance
- Employee assistance programs

## APPLICATION AND SELECTION PROCEDURE

To be considered for this challenging and rewarding career opportunity, please submit your resume, list of three work-related references and current salary by **Friday, August 20, 2004.** Resume should reflect years **and** months of positions held, as well as size of staff and budgets you manage. Forward your materials to:



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CPS Executive Search
241 Lathrop Way • Sacramento, CA 95815
Tel: (916) 263-1401; Fax: (916) 561-7205
E-mail: <a href="mailto:resumes@cps.ca.gov">resumes@cps.ca.gov</a>

CPS Website: www.cps.ca.gov/search

Following the final filing date, resumes will be screened in relation to the criteria outlined in this brochure. Candidates deemed to have the most relevant background will be invited to participate in a preliminary screening interview with the consultants in early September. The city will then select semi-finalists to participate in city interviews in late September. An appointment is expected in October after follow-up interviews with finalists and extensive reference/background checks to be coordinated with the candidates. For additional information about this opportunity please contact Stuart Satow or David Harris.

Visit the City of Sacramento website at: www.cityofsacramento.org